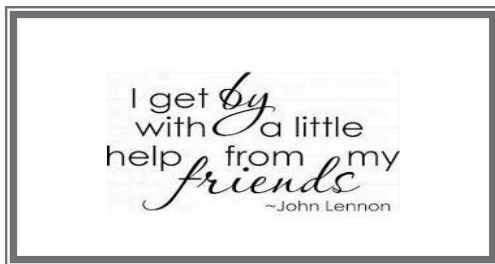


THE BUZZ

MEET THE PERSONNEL SPECIALISTS

Who can help you with questions about experience pay adjustments, FMLA leave, supplemental pay, name change or employment status change or all other things work and pay-related? Three Personnel Specialists are at your service! Antoinette, Jackie and Melissa are proud to serve the employees of the Putnam County School District. As personnel specialists, they are here to offer assistance to all teachers, administrators, and support staff – from date of hire to retirement. This month we highlight our specialists with a brief bio and contact information.



Antoinette Deaver was born and raised in Palatka, Florida. She has been with the district for 35 years and plans to retire in June 2016. She is the proud mom of a son and daughter, stepson and stepdaughter and a doting grandmother to eleven grandchildren. In her free time, Antoinette loves to spend time on the water, spend time with family and enjoys antique shopping and flea markets. Upon retirement, she will be a full-time Mary Kay

consultant. She is the expert on allocating leave, sick leave bank, drug testing and many other duties. Antoinette's contact number is 329-0547 ext 2.

Jackie Smith was born in Daytona Beach and has lived in Palatka, Florida the majority of her life. She has been employed with the district for almost 22 years. She is the proud mom of three boys and a grandmother to a brand new granddaughter. Jackie is in charge of new hires, fingerprints and substitute teachers. In her spare time, Jackie loves to fish and spend time with her family. You can reach her at 329-0547 ext 3.

Our third personnel specialist, Melissa DeRossett, grew up in Federal Point. Melissa has not been with Staff Services long; however, she has over ten years of experience in Administration. She is the proud mom of a son, who plays baseball and a daughter that loves gymnastics and cheer. In her free time, she loves to read and enjoys being on the water, preferably with a fishing pole. She enjoys spending time with family and friends, watching baseball and the Florida Gators. Melissa assists with verifications, online applications (Skyward/Fast Track) and is training to take over all aspects of leave. Her number is 329-0547.

JUST A REMINDER!

PLEASE MAKE SURE TO FILL OUT YOUR SICK LEAVE BANK FORMS

HEALTHY WORKPLACE TIPS

- Go chat with your co-workers instead of sending email
- **Eat a nutritious breakfast every single morning**
- For every hour of work you do, take a 5-minute break away from your desk
- **Wipe down your keyboard, phone and mouse once a week**
- Create a meal plan. Packing a lunch saves money and calories!
- **Put some inspirational quotes/photos in your workspace to stay motivated**
- Wash your hands after using shared spaces like the break room or bathroom
- **Work out at your desk...try shoulder shrugs, arm swings and knee raises**
- Park further away from the office to get a brisk walk in before and after work
- **Get some fresh air – go for a lap or two around the building during your break**
- Snack right. Bring almonds, fresh fruit or chopped veggies to work
- **Keep your work area clean and organized to relieve stress and prevent germs**



The Staff Services Department would like to give a shout out to the Department of Information Services. The employees in Information Services helped us remain up and running with all of the moving around in the SS Department. Kudos to you!

‘You’re never
fully dressed
without a
smile’
-Aristotle 1900-



SCHOOL BOARD MEETING
The District School Board of Putnam County will meet in a workshop session on Tuesday, November 3, 2015 at 1:30pm in the Board Meeting Room located at 200 Reid Street, Palatka, Florida. The workshop will review Retiree Health Insurance Benefits

STAFF SERVICES

Deborah Decubellis, Director
Patsy Munch, Executive Secretary
Sheri Wilkinson, Certification Specialist
Christine Wright, Executive Secretary

Antoinette Deaver, Personnel Specialist
Jackie Smith, Personnel Specialist
Melissa DeRossett, Personnel Specialist